

Subject: IT-2/3 for Contract Employees

Download the EPSQ program (Subject Edition) from the DSS website at <https://sclient.dss.mil/download>. Click on the button that states, "Press to acknowledge the above statement and continue." Click on the download for "Windows 95, 98, NT or 2000 users." This screen gives you four choices. Click on number 2, "Download a "new" installation of EPSQ." Now you have two choices again. Click on the "subject edition." Follow the instructions and install the program. The program will establish an icon on your desktop screen.

Click on the EPSQ icon. Click on "CREATE" on the toolbar. A menu will come up. Click on "APPLICATION FOR A POSITION OF PUBLIC TRUST (SF 85P)." It's the second one down. Then click on NATIONAL AGENCY CHECK (NAC OR NACLC). It's also the second one down as well. It will ask you for your SSN and a password. You need to put in your SSN, but a password is not required or recommended. It often will "freeze" the program so bad that you'll have to delete it and start all over. You can just put in your SSN and click "OK." Fill in the requested information. You can exit out any time you want by continuing to click on exit when you see it. To go back, just click the icon, type in your SSN (you don't need a password), and select MODIFY from the toolbar and go to the section you want to complete or change.

Now start filling in all the requested information. You can exit out of the program at any time. To go back, just click the icon and select MODIFY from the toolbar and go to the section you want to complete or change. **PLEASE SUPPLY ALL REQUESTED INFORMATION.**

Two things. **First**, the program requests middle names for every person you list. In many cases, it's extremely difficult to find out the person's middle name. You can use MNU (Middle Name Unknown). If it is absolutely impossible to find the first and/or last name of a former supervisor, then use FNU and/or LNU. However, try to supply as many as possible, particularly with family members. **Second**, you will also be asked dates. The format is YYYY/MM/DD. If you don't know the exact date, use YYYY/MM/??

**WARNING:** You must supply information going back SEVEN (7) years. Some parts of the EPSQ say to only go back five years. This is because the form was produced by an agency known as DSS (Defense Security Service). This agency no longer conducts investigations on contractors for computer access. OPM Investigations uses the DSS developed EPSQ; however, the contract provided to them by the DoD (Department of Defense) specifically states that a full SEVEN years are required. OPM Investigations has no choice but to comply with DoD requirements and DSS will not change or create another EPSQ just for the benefit of OPM Investigations. EPSQ without the full SEVEN years of information will be shredded and no further action taken. Be sure there are no date gaps of 30 days or more on residence and employment history. Employment history also includes periods of unemployment as well – see "7" on the drop-down menu. Gaps of over 30 days will result in the EPSQ not being submitted and no further action will be taken. Please supply all the information requested in employment. "Unknown" for address or phone number is not acceptable.

IF YOU ANSWER YES TO THE FOLLOWING MODULES THAT ARE ACTUALLY QUESTIONS: Modules 7, 14, and 16 through 20; please include ALL requested date(s), amount(s), and location(s). Then USE the "REMARKS" selection of the right-hand side to provide a full explanation of the circumstances or prepare an explanation(s) on a separate piece of bond paper.

When you think you're finished, select VALIDATE from the toolbar. This will show you if there are any errors, such as date gaps. The validation must show no errors and sent with the EPSQ. Now go to PRINT (fourth option from the left) and print off a hard copy of the entire questionnaire. Sign and date the completed form in two places towards the end. The first signature goes on the line just below module 20 with wording of CERTIFICATION BY PERSON COMPLETING THE FORM. Go to the second page after that. It has "Authorization for Release of Information." Sign and date on the bottom of that form. There is a third place to sign and is the next to the last page with the statement "Release of Medical Information." That page can be discarded. However, there is one page after the "Release on Medical

Information” that is not sign and just contains some information at the top. I do need that one.

You will also need to be fingerprinted by the local police department, state police, or on a military installation. Be sure you use the standard FBI fingerprint card. The upper left hand corner on the front has “APPLICANT.” The upper right side has a block that states “ORI.” The block will have:

**USDISOOOZ  
DIS NACC  
FT HOLABIRD MD**

Or it may have:

**USOPMOOOZ  
OPM  
BOYERS, PA**

Also, on the back in the lower left hand corner it has FD-258 (REV 5-11-99). Remember, I’ll need the questionnaire signed and dated in two locations, the validation sheet, and your fingerprints. **ALL MUST BE ORIGINALS.** OPM Investigations will not accept faxes or attachments.

I will need one additional item. A copy of your birth certificate, passport, or naturalization papers unless your EPSQ reflects that you are not a US citizen.

Remember the 4 required items:

- 1. Complete EPSQ SIGNED and DATED.**
- 2. Validation page showing no errors.**
- 3. The CORRECT fingerprint card. An incorrect one, with any deviation from the above, cannot be used. Fingerprints must be done with fingerprint ink. We cannot submit the new electronic or digital fingerprints at this time.**
- 4. Copy of birth certificate, passport, or a copy of the naturalization papers.**

Please mail all of the above to me at:

Hart-Inoye-Doyle Federal Center  
DES Battle Creek  
ATTN: Paul Cochran  
74 Washington Avenue, North  
Battle Creek, MI 49017-3092

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